



**CERTIFIED**

**INSTRUCTOR**

**PACKET**



## POST CERTIFIED INSTRUCTOR PACKET

Peace Officer Standards and Training would like to commend you for your interest in becoming a POST Certified Instructor. Enclosed in this packet you will find the documents needed to apply for a POST Certified Instructor.

Your application to become a POST Certified Instructor will be closely reviewed by a POST Committee. Acceptance will be based on such variables as need, region, background, recommendations, etc. In order to be considered for acceptance, you must meet the following criteria:

- 1) A minimum of three (3) years of law enforcement experience for personnel instructing law enforcement subjects.
- 2) A minimum of high school graduation or the equivalent as recognized by the Council for personnel instructing law enforcement subjects.
- 3) All new applicants for instructor certification will be required to have completed an Instructors Training Course approved by the Council. This requirement may be waived in exceptional cases reflecting outstanding education, experience, or achievement. Waiver of instructor training requirements will be authorized by the Council under unusual circumstances upon written application by a school director.
- 4) Personnel instructing general subjects such as criminal law, human relations, and management topics, may be certified on the basis of the following minimum recommended qualifications:
  - a) At least three (3) years of experience in the subject area to be instructed.
  - b) At least a baccalaureate degree in a related field.
  - c) Recommendation of a school director.

The Academy encourages you to set up your own personal file to house all information pertaining to your instructor status including information and rosters on classes you have taught.

Once you have attained POST Certified status, your certification will be valid for a period of two (2) years. At the end of the two-year period, you will be required to send in the teaching log enclosed in this packet in order to recertify indicating that you have instructed at least one class in the last 24-month period.

Send back the information on the yellow paper along with a complete lesson plan, and keep for your files the information on the blue paper. If you have any questions, please feel free to write or call.

## INSTRUCTOR CERTIFICATION CHECKLIST

**POST Instructor Development course is required prior to applying for certification or meet the waiver requirements.**

1. Application for Certification.
2. Three letters of recommendation.
3. Resume of Schools attended in preparation to instruct in the subject you selected: (including education, training, and any documented special expertise).
4. Lesson Plan: to include visual aids, equipment needed, handouts and test questions with answers.
5. Lesson Plan review by POST Regional Training Coordinator.
6. Arrange for appointment, 30 days in advance, for POST Regional Training Coordinator to evaluate instructor's teaching.
7. Review of Instructor Packet by POST Division Administrator or designee.
8. Placed on the next POST Council agenda for approval.
9. Once the POST Council has approved the instructor a certificate will be issued.

*The instructor certification process will be initiated through your POST Regional Training Coordinator. Upon completing the first six steps of this checklist, the packet will be forwarded to the POST Division Administrator for placement on the agenda of the POST Council for their vote on your certification. Until the POST Council votes on your request for certification, you are not a certified POST instructor.*

POST Regional Training Coordinator Contact List:

Region 1 Gary Tolleson: 615 W. Wilbur Avenue, Suite A, Coeur d'Alene, ID 83815

Region 2 Larry McGhee: 700 S. Stratford Drive, Meridian, ID 83642

Region 3 Rory Olsen: 2055 Garrett Way, Suite 5, Pocatello, ID 83201

[www.idaho-post.org](http://www.idaho-post.org)



# Idaho Peace Officer Standards and Training

## APPLICATION FOR POST CERTIFIED INSTRUCTOR

### I. PERSONAL HISTORY

<b>Name in Full:</b> (Last, First, Middle)		<b>Social Security Number</b>	<b>Birth Date:</b> (mm/dd/yyyy)
<b>Email:</b>		<b>Current Employer:</b>	
<b>Employer Address:</b> (address/city/state/zip)		<b>Home Phone:</b>	<b>Work Phone:</b>
<b>SEX:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>RACE:</b> <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic (Non-Latin American) <input type="checkbox"/> Hispanic (Latin American) <input type="checkbox"/> Oriental/Asian Pacific <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Other/Unknown		

Are you a certified police officer?  Yes  No State: \_\_\_\_\_ Total Years of Experience: \_\_\_\_\_

### II. EMPLOYMENT HISTORY

**Identify your full time work experience. (Use additional sheet if needed.)**

From	To	Description of Work	Name of Employer

### III. EDUCATIONAL BACKGROUND

High School Diploma  Yes  No Date: \_\_\_\_\_ Location: \_\_\_\_\_

Name of College	Field of Study	Degrees Attained, Hours Attended

Subjects for which instructor certification is requested: \_\_\_\_\_  
\_\_\_\_\_

Instructor Courses Completed Subject	Documented Training Acquired and Attach Documents and Certifications	Date(s) Attended
1.		
2.		
3.		
4.		

Signature of Applicant Attesting that the Information is Correct: \_\_\_\_\_

Signature of Agency Head Recommending this Instructor: \_\_\_\_\_

### OFFICE USE ONLY

**Approval of POST Regional Coordinator:** \_\_\_\_\_  
**Date of POST Council Meeting:** \_\_\_\_\_ **Council Recommendation:** \_\_\_\_\_  
**Date of Certification:** \_\_\_\_\_ **Subjects Certified:** \_\_\_\_\_



## **POST Instructor Code of Conduct and Ethics**

PRINT NAME \_\_\_\_\_ SSN \_\_\_\_\_

AGENCY \_\_\_\_\_

As an instructor teaching for the Idaho POST Academy, I understand and agree to the following:

### **POST Mission Statement:**

To provide the citizens of Idaho with a peace officer who is: ethical, physically and psychologically competent, well-educated, professionally trained, career-oriented, motivated, and sensitive to the needs of the public.

### **Professional Conduct:**

As a law enforcement officer, POST certified instructor and/or instructor at the POST Academy, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice. I recognize the privilege of POST instructor certification as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. In support and implementation of these duties, I hereby adopt and accept the following code of conduct:

- a. I shall conduct myself at all times in a manner that does not damage or have the likely result of damaging or bringing the public image, integrity, or reputation of POST, POST Staff, fellow instructors or their instruction, or my department or myself into discredit or disrepute, or of harming students' physical or mental well-being.
- b. As a representative of law enforcement agencies or law enforcement related professions, I will conduct myself in a manner that will bring credit to the profession. My standards of behavior will reflect good taste, courtesy, consideration and respect for the rights and privileges of fellow instructors and of trainees, the Idaho Police Academy faculty, and community locations throughout the State.
- c. I understand that dishonesty, untruthfulness, profanity, promoting personal business interests, or discourtesy will not be tolerated. Any conduct detrimental to the conduct, efficiency, safety or discipline of the Academy or other facilities, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action up to and including revoking my instructor certification.
- d. I will conduct classes to the best of my ability to prevent injury; to avoid physical, mental, or emotional harm.
- e. I will conduct classes in which my behavior is respectful of diversity and does not include horseplay, or sexual harassment.
- f. I will not give away specific test questions and their answers.
- g. I will dress appropriately and to POST Standards which include: Classroom attire of a law enforcement uniform, or business dress, or POST issued shirts and nice slacks; and Field Training attire of POST issued shirts and nice slacks, along with appropriate weather and safety gear as applicable.
- h. I will respect and insure student respect and care of POST equipment and property as well as non-POST equipment and property used during the course of training and instruction.
- i. I will model effective use of force in conversation and in interactions with students, with other instructors, and with POST Staff.

**Lesson Objectives and Plans, Lesson Presentation Materials and Handouts and Lesson Test Questions:**

As outlined in the POST Certified Instructor Packet, I have submitted the objectives, lesson plan and corresponding safety plan, visual aids, equipment list, handout masters and potential test questions with answers for the material and content that I will instruct. I will instruct to this POST Council approved material, including the POST Curriculum Matrix of topics. In the event that significant content changes are made I will re-submit the above items for approval.

I understand that it is a privilege to instruct for the POST Academy and that my failure to adhere to the above or to maintain my POST Certified Instructor Status can be cause for my certification and/or my opportunities to instruct to be revoked. My instruction at or for the POST Academy or other agencies shall constitute my acceptance of the specific requirements and the general standards stated above.

Agreed to by:

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

Instructor Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
POST Division Administrator

\_\_\_\_\_  
Date

